

CITY OF MENOMONIE PARK SHELTER RESERVATION FORM

PERMIT # _____

TODAY DATE: _____

DATE OF RESERVATION _____

NUMBER IN GROUP _____

FACILITY RESERVED _____

TIME OF RENTAL _____

TO _____

NAME TO PLACE ON RESERVATION SIGN _____

MUSIC AMPLICATION

YES

NO

TENT INSTALLATION

YES

NO

EXTRA TABLE/EQUIPMENT NEEDED?

YES

NO

RENTAL TYPE - Reunion - Graduation - Birthday - Other _____

If yes, please note number needed

☐

Additional Fee will be included with charges below

NAME OF RENTER _____

ADDRESS _____

CITY _____

DAY PHONE _____

EVENING PHONE _____

FAX _____

E-MAIL ADDRESS _____

SIGNATURE OF RENTER, I agree to be responsible for any and all damages to City property and obeying all park rules.

DATE _____

FEES:

SHELTER RENTAL CHARGE

\$ _____

EXTRA TABLE / EQUIPMENT (see below)

\$ _____

AMPLIFICATION FEE (\$10)

\$ _____

TAX (5.5%)

\$ _____

TOTAL

\$ _____

Credit Card - Circle One

VISA

or

MasterCard

Card# _____

Card Holder Name _____

Signature _____

Expiration _____

FACILITIES	SEATING	AMENITIES	DAILY FEE	FACILITIES	SEATING	AMENITIES	DAILY FEE
Wakanda Pavilion	200	Elect/Rest/Kitchen	\$65	Wakanda Park Beach		Elect/Tent Area	\$30
Wilson Park Band Shell		Elect/Rest/Stage	\$65	Wakanda Park			
Leisure Services	50	For use with LSC rental only		Southside Shelter	40	Elect	\$25
Phelan Park Main Shelter	40	Elect/Rest	\$35	Farm Bureau Shelter	40	Elect	\$25
Elmwood Park	20	Elect/Rest	\$35	Lion's Club Shelter	40	Elect	\$25
Lakeside Park	40	Elect/Rest	\$35	Letty M. Trainor Shelter	40	Elect	\$25
Fowlers Court	20	Elect/Rest	\$35	Jim Miller Shelter	40	Elect	\$25
Riverside Park - Main	40	Elect/Rest	\$35	Northside Shelter	40	Elect/Sink	\$45
Wakanda Park - Open Area		Elect/Tent Area	\$25	Point Comfort Park			
Wolske Bay Park				Lion's Club Shelter	40	Elect	\$25
Krueger/Rotary Shelter	40	Elect	\$25	Byron Smith Shelter	40	Elect	\$25
				Bassmaster Shelter	40	Elect	\$25

- For profit or private individuals users, tax will be added to the above totals. Non-profit or tax exempt organizations with tax I.D. number or letter will be exempt.
- Beer permit application – \$40. Required for any group that is planning to have beer kegs (up to 3) at your event. Separate application must be submitted 10 days prior to event.

PARK AND SHELTER RENTAL RULES

- Shelter reservations may be made one year from the date you are requesting.
- When reserving Wakanda Pavilion or Northside Shelter - you must pick up a key at the Rec Department prior to your reservation.
- Parks are open from 7 a.m. to 10 p.m. daily, usually Mid-April through Oct. 1 weather permitting.
- Please dump all rubbish and garbage in wastecans. Do not dump ice on grass, or put grease in waste cans.
- Amplified music is permissible only in Riverside and Wakanda Parks from 10 a.m. to 10 p.m. with proper permit
- Alcohol is allowed in all parks, except the Leisure Services Center, Fowlers Court and Wilson Park Band Shell, but may not be sold.
- Tents may be installed only in designated areas because of buried underground utilities, with a park department employee present.
- Arrangements for additional picnic tables and other equipment may be made at an additional cost to the user.
- No glass of any kind is allowed in the parks.
- No City facilities may be used for commercial selling purposes. Fundraising for non-profit organizations is allowed when noted on this application.
- The City reserves the right to require renters to provide a certificate of insurance which names the City as an Additional Insured, and provides adequate coverage for the type of activity scheduled.
- The individual listed on the Reservation Request shall be responsible for enforcement of all park rules and proper conduct of all persons using the facilities. Renters are responsible for loss of, or damage to, City property under their control and assume the full cost of repair or replacement.
- All property belonging to the renter shall be removed from the building at the conclusion of the rental period. No permanent decorations are permitted. No storage of items is permitted.
- Park Department employees are on duty Monday through Friday from 7 a.m. to 5 p.m. and on weekends from 7 a.m. to 9 a.m. The Parks Department phone number is (715) 232-1327.
- Any shelter not rented will be available to the public on a first come, first served basis.
- Picnic kits with the following equipment are available for rent: volleyball equipment, softball equipment, tug of war ropes, gunny sacks, horseshoes and bean bag games.
- Tables and chairs are available for rental also from the Leisure Services Center for a daily fee.
- Ball diamond reservations are available beginning on April 1.
- Dogs, horses and motor driven vehicles are not allowed in any of the Parks, except authorized maintenance and emergency vehicles.
- In case of emergency, contact the Menomonie Police Department at 232-1283 or 911.
- Camping is not allowed in any Park.
- Fires are permitted only at prepared fire places.
- Please help to protect your parks by reporting all vandalism.
- Extra picnic tables are available with prior notice. Contact Parks & Rec office for additional charges.

Reserved Date _____

Shelter Name _____

Group Name _____